**ELECTRICIAN HANDOVER FORM**

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| Vessel: |  |  | Port: |  |

Refer to: Procedure for Handover of Officers (Deck and Engine) Procedure.

|  | | Sighted | | Remarks |
| --- | --- | --- | --- | --- |
|  |  | Yes | No |  |
| 1. | Electrical generators and electrical motors |  |  |  |
| 2. | Switchboards, distribution boards and distribution cables |  |  |  |
| 3. | Automation plant, navigational and communication equipment |  |  |  |
| 4. | Instruction manuals and electrical diagrams available |  |  |  |
| 5. | Updated computer printout of electrical stores and spares |  |  |  |
| 6. | Instruments and Special Tools |  |  |  |
| 7. | The outgoing Electrician will show areas of responsibility to incoming Electrician including the layout of tools, instruments, spares etc. He/She will instruct the incoming Electrician in the operation of the vessel’s machinery in compliance with Familiarization with Engine Room Equipment. | | |  |
| 8. | The outgoing Electrician will instruct the incoming Electrician in the method and requirements for routine control / maintenance procedures. | | |  |
| 9. | The outgoing electrician will make out an outstanding and current maintenance list with a report on current and past machinery/installation faults. | | |  |
| 10. | Supply of electrical stores adequate until next storing date: \_\_\_\_\_\_\_\_\_\_ | | |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Date: |  |  | Time: |  | Chief Engineer Name & Initials: |  |
| Incoming Electrician: | |  | Printed Name:  Signature: | |  | |
|  | |
| Outgoing Electrician: | |  | Printed Name:  Signature: | |  | |
|  | |
| Sighted by the Chief Engineer: | | |  | | | |